



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN SRVS SURVEYOR SUPERVISOR

Job Number: 20001153

Job Code: 62850V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises a team of employees in the field of health and social care services involving the performance of inspections, enforcement, consultation and/or explanatory duties; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of professional experience in a health/human services program or three years of experience in inspection/investigative work or a combination of both.

Substitute EDUCATION for EXPERIENCE:

Additional professional training in health services, human services, social work or a related field will substitute for the health/human services program or inspection/investigative experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in the above fields will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises a team in performing investigative work related to health and social service providers to insure compliance with state and federal laws. Assists in planning, implementing and evaluating a training plan for all subordinate personnel. Represents the regional supervisor at regional and/or statewide professional association meetings to explain and interpret rules, regulations and policies. Provides technical assistance to health and social service agencies. Assists and directs the development and dissemination of program information and explanatory material. Analyzes reports concerning instructions, analysis of situation and recommendations for correction. Provides training to field personnel. Plans and organizes regular seminars as well as special training programs.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Provides technical assistance to health and social service agencies. Some travel is typically required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.